DOCUMENT RESUME

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ABSTRACT

Approximately 75 instructional materials(including books, filmstrips, cassettes, and tapes) said to be appropriate for career education programs for pre-vocational and vocational special education students are listed in the areas of vocational guidance, personal guidance, and reading, math and other specialized job-related skills. Materials on vocational guidance treat job possibilities, procedures in applying for a job, the job interview, and job attitudes; while materials on personal guidance deal with social and community skills, responsibilities of married and family life, budgetary and finance, and consumer education. Indicated for each entry are title, author, publisher, format, accession number, copyright, price, approximate reading level (when applicable), and publisher's description. Publishers' addresses are listed. (GW)

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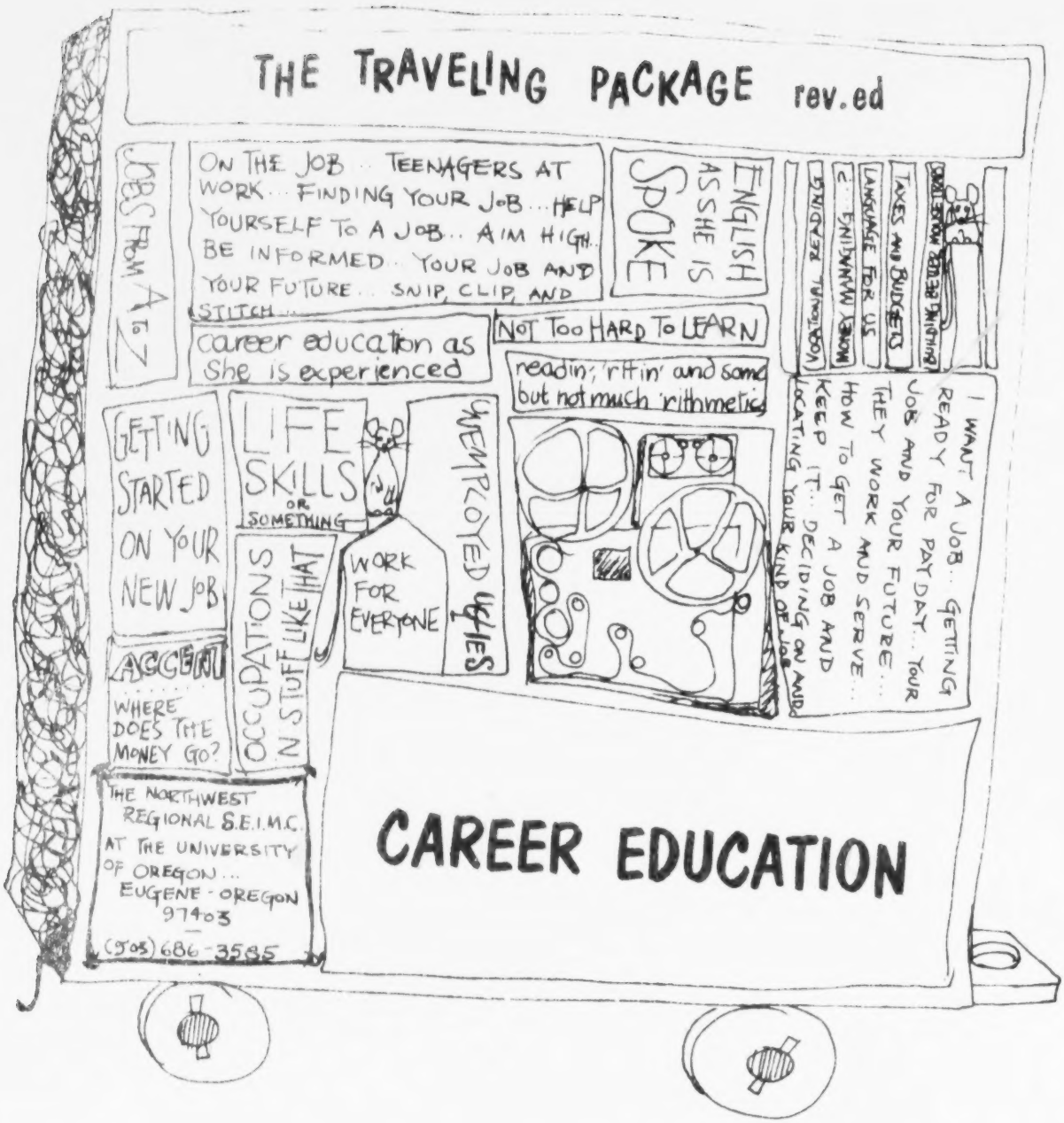
THE TRAVELING PACKAGE rev.ed
JOBS FROM A to Z
ON THE JOB... TEENAGERS AT WORK... FINDING YOUR JOB... HELP YOURSELF TO A JOB... AIM HIGH... BE INFORMED... YOUR JOB AND YOUR FUTURE... SNIP, CLIP, AND STITCH...
ENGLISH ASSHE IS SPOKE
career education as She is experienced
NOT TOO HARD TO LEARN
readin', 'ritin' and some but not much 'rithmetic
GETTING STARTED ON YOUR NEW JOB
LIFE SKILLS OR SOMETHING
UNEMPLOYED BLUES
WORK FOR EVERYONE
OCCUPATIONS N STUFF LIKE THAT
ACCENT
WHERE DOES THE MONEY GO?
I WANT A JOB... GETTING READY FOR PAYDAY... YOUR JOBS AND YOUR FUTURE... THEY WORK AND SERVE... HOW TO GET A JOB AND KEEP IT... DECIDING ON AND LOCATING YOUR KIND OF JOB
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(503) 686-3585
CAREER EDUCATION

EC 051 095

ED 072585

INSTRUCTIONAL MATERIALS FOR CAREER EDUCATION AND OCCUPATIONAL AND PERSONAL GUIDANCE:

A revised catalog of materials included in Traveling Package Number 1, compiled by the Northwest Regional SEIMC.

Abigail Calkin, Materials Specialist
Dr. William Pellant, Coordinator of Regional Network Development

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Contents

Preface

I. Materials

The ABC's of Getting and Keeping a Job
Accent Series
Aim High Vocational Series
Answering the Want Ads - Part A
Applying for a Job
Arithmetic That We Need
Babysitting, Part 1: The Job
Be Informed Series, 1-3, 5-8
Budgeting and Spending
Comparative Buying; A Learning Kit
Credit
Deciding On and Locating Your Kind of Job
Do It Yourself
Driver Education Crossword Puzzles
Family Life
Finding Your Job
Follett Vocational Reading Series
General Woodwork
Getting a Job
Getting Along, Series of Skills Workbook
Getting and Holding a Job
Getting Ready for Payday
Getting Ready to Drive
Getting Started on Your New Job
Getting Your Job
Guide to Finding a Job
Help Yourself to a Job
How to Get a Job
How to Get a Job: A Learning Kit
How to Get a Job and Keep It
I Want a Job
Jerry Works in a Service Station
Job Finding I
A Job for You
Jobs
Jobs from A to Z
Joe Wheeler Finds a Job and Learns About Social Security
Keeping Your Records Straight
Knowing the Signs - Be a Better Driver
Let the Buyer Beware
Mack Words in a Clothing Factory
Marriage from Romance Magazine to Reality
Mathematics for Living
New Rochester Occupational Reading Series
Occupational Education
Occupational Exploration Kit
On the Job

Contents (continued)

Perception of Driving Hazards
Planning Meals and Shopping
The Role of the Union
Savings and Checking Accounts
Shop Made Easy
Skill Texts
Snip, Clip and Stitch
Social and Perceptual Training for Community Living
Stop and Go: Game 1 and 2
Sue Learns About Measurement
Target Series
Teen Agers at Work
They Work and Serve
Unemployed Uglies
Useful Arithmetic: Vol. I and II
Using Money Series
VIP Communications Curriculum for Agriculture
VIP Communications Curriculum for Auto Mechanics
Vocational Related Math for Vocational Improvement Programs: BLASTOFF
Vocational Related Math for Vocational Improvement Programs: TOUCHDOWN
What Job for Me Series
Where Does the Money Go?
Widening Occupational Roles Kit
Work for Everyone
Working with Wood
You and Your Money
You the Consumer
Your Job and Your Future

II. Listing of Publishers and Addresses

Preface

The materials described in this Package were selected to provide educators of secondary level special education students with a representative collection of current instructional materials reviewed for their appropriateness to career education programs for pre-vocational and vocational special education students.

Although not all these materials are designed specifically for the special education student, in each instance the material is either adaptable or parts of it are appropriate.

The materials in this package include the following areas of instruction:

I. Vocational Guidance -- job possibilities, applying for a job, the job interview, job attitudes.

II. Personal Guidance -- Social and community skills, responsibilities of married and family life, budgetry and finance, consumer education.

III. Reading, math, and other specialized, job-related skills.

The materials listed herein are not an exhaustive listing of all instructional materials on the topic.

These materials have been used by both pre-service and in-service training groups and have been well received as a display of currently available materials centered around specific instructional topics.

Suggestions for added items are welcome. Please submit any information necessary to "The Traveling Package #1" c/o the NWRSEIMC.

Title The ABC's of Getting and Keeping a Job — Accession # 002639

Copyright 1969

Author Lombardo, Victor and Habedank, George — Price 74.00

Publisher Eyegate — Approx. reading level

Format 8 filmstrips, 4 records, teacher's guide

Publishers description

This educational filmstrip series can be used in conjunction with such subjects as vocational guidance, occupational education, basic adult education, and social studies.

Title Accent Series — Accession # 000337

Copyright 1965

Author Dare and Wolfe — Price $7.30

Publisher Educational Opportunities Project — Approx. reading level 3-4

Format 6 booklets and 6 teacher's guides

Publishers description

To teach the social skills and encourage the social attitudes needed by all adults and young adults in our complex society. To develop reading and writing skills through teacher directed reading and writing activities. To develop listening, speaking, and organizational skills through structured teacher-student discussions. To expose students to important concomitant learning related to the subject areas covered by the lessons. The series differs from other available social contact study materials in several ways. The lesson format is designed to provide direction for the teacher and to elicit feedback from students. Vocabulary, sentence length, and paragraph structure are approximately at the fourth grade level.

Title Aim High Vocational Series — Accession # 002266

Copyright 1967-1969

Author — Price 3.99 each

Publisher Richard Rosen Press — Approx. reading level 7

Format 4 textbooks in series

Publishers description

This series provides job guidance for students not pursuing their education beyond high school. Special consideration is given to high school dropouts. The vocabulary level is specially selected. Each book is written by an expert in the field who describes the jobs available at the initial level. The training and incentives that are available with the increasingly better jobs are described.

Title Answering the Want Ads--Part A — Accession # 002670

Copyright 1968

Author — Price $10.00

Publisher Educational Projections — Approx. reading level

Format filmstrip

Publishers description

Part A consists of a motivational filmstrip story based on real-life situations. Part A shows the need to develop the particular concepts stressed in the lesson.

Title Applying for a Job — Accession # 753550

Copyright 1970

Author — Price $48.50

Publisher National Audiovisual Center — Approx. reading level

Format 16mm film

Publishers description

Highlights--with humor--the problems and attitudes that young men and women have on their first interviews. Viewers can easily identify with various roles; see the mistakes made and how to correct them.

National Archives and Record Service
Washington, D. C. 20409

Title Arithmetic That We Need — Accession # 002656

Copyright 1966

Author Mooney, Thomas J. — Price 1.50/Teacher's key 2.50

Publisher Frank E. Richards — Approx. reading level 3

Format workbook

Publishers description

A 64-page book of arithmetic exercises selected from the first five books of the Getting Along Series of Skills containing material at a slightly higher achievement level.

Title Babysitting, Part 1: The Job — Accession # 002653

Copyright 1968

Author — Price $19.50

Publisher Guidance Associates — Approx. reading level

Format filmstrip, cassette, teacher's guide

Publishers description

Program covers virtually everything young babysitters should know for a sound basic approach to their job. Experienced boy and girl sitters discuss getting work, handling fees, emergencies, having the right phone numbers handy, deciding when to call, feeding children, bedtime, strangers at the door, in case of fire, police situations, drawing the line at sitting for "extra" children, special "don'ts" like leaving children in bathroom alone.

Title Be Informed Series, 1-3, 5-8 — Accession # 001510

Copyright 1967

Author Kenneth E. Humphrey, Margaret Bailey, Cynthia Chideya — Price $ .60 per series

Publisher New Reader's Press — Approx. reading level 6

Format 8 series containing 4 pamphlets each

Publishers description

The Be Informed series of study units presents vital information in an interesting, easily understood form at a low reading level. Every effort has been made to match the subject matter with the immediate felt needs of the adult or teenage student with low reading skills. Flexibility and economy have remained basic considerations in format design. Each unit contains a five-part discussion, written on a third to fifth grade reading level, of a subject of high interest to the student...EAch unit becomes a self-contained curriculum module, providing up to ten hours of class work. Skills taught include reading comprehension, writing, listening, word study, and grammar.

Title Budgeting and Spending Accession # 002685

Copyright 1971

Author Price $.30

Publisher Ohio State University Approx. reading level 6

Format booklet

Publishers description

Title Comparative Buying: A Learning Kit Accession # 002604

Copyright 1971

Author Price $200.00

Publisher Southwestern Cooperative Educational Laboratory Approx. reading level

Format filmstrips, cassettes, booklets, teacher's manual

Publishers description

The Comparative Buying package was designed to develop the necessary competencies required to plan family spending through utilization of shopping and money management techniques. Goals are to enable the student to record the total amount of family income and expenses; plan the use of future income by establishing budgets for fixed and non-fixed costs; identify priorities in spending; and recognize buying rules when purchasing groceries or automotive items.

Title Credit

Accession # 002683

Copyright 1971

Author

Price $.30

Publisher Ohio State University

Approx. reading level 6

Format booklet

Publishers description

Title Deciding on and Locating Your Kind of Job

Accession # 002678

Copyright 1971

Author

Price $.30

Publisher Ohio State University

Approx. reading level 5

Format booklet

Publishers description

Title Do It Yourself — Accession # 002662

Copyright 1971

Author Arnold, Dovie — Price $1.35

Publisher Frank E. Richards — Approx. reading level 5

Format workbook

Publishers description

A manual describing the use and care of simple tools and materials commonly found in the home, and some projects and activities involving the same.

Title Driver Education Crossword Puzzles — Accession # 002667

Copyright 1970

Author Musumeci, Judith — Price free

Publisher MSU/IMC for Handicapped Children and Youth — Approx. reading level 2-3

Format paperback book

Publishers description

These crossword puzzles have been designed to be used to support materials already available and being used to teach driver education. Their purpose is to provide a motivational format whereby the student can become better acquainted with the words commonly enountered in driving.

(Copy may be borrowed from NWRSEIMC for duplication. Please do not contact USOE/MSU)

Title Follett Vocational Reading Series — Accession # 000207

Copyright 1967

Author Lerna & Maller — Price $1.26 each; teacher's guide - $.87

Publisher Follett Publishing Company — Approx. reading level 4-6

Format series of 6 paperbound stories

Publishers description

Here is a unique, new daily-lesson program that helps motivate groping teenagers to read and upgrade their language and comprehension skills. Stimulated to read and learn, students also gain an idea of the training required for a specific vocation, the kind of person best suited to it, and how they, themselves, adapt to it.

Title General Woodwork — Accession # 002660

Copyright 1968

Author Vernon, Ralph J. — Price $1.23

Publisher Steck-Vaughn — Approx. reading level 7

Format workbook and tests

Publishers description

A general woodworking course as well as an introduction to all phases of woodwork and related fields.

Title Getting A Job — Accession # 000217

Copyright

Author Florence Randall — Price $2.50

Publisher Fearon Publishers — Approx. reading level

Format soft-backed reader

Publishers description

A soft-back presentation for high school special classes in currently established programs. An overview from the job analysis viewpoint in up-to-date photographs and forms. This book also includes procedures in interviews and applications.

Title Getting Along Series of Skills Work-books — Accession # 000216

Copyright 1963

Author Thomas J. Mooney — Price 1.35 each

Publisher Frank E. Richards — Approx. reading level

Format workbooks

Publishers description

The purpose of this and the other ten books of this series is to instruct the child in the areas of occupational, social, and health education while simultaneously developing the basic skills in reading and arithmetic. A vocationally oriented series for use in educable mentally retarded special classes.

Vol. I: After School Is OUt
Vol. II: Al Looks for a Job
Vol. III: A Job at Last
Vol. IV: Money in the Pocket
Vol. V: From Tires to Teeth

Title Getting and Holding a Job — Accession # 002658

Copyright 1966

Author Schneider, Bernard — Price $1.50

Publisher Frank E. Richards — Approx. reading level 6

Format workbook

Publishers description

A comprehensive worktext developed especially for the young adult getting ready to enter the business world. After study, the book is designed to be retained by the reader as a source of special information later in such matters as fringe benefits, social security, unions, methods of salary payment, payroll deductions, federal income tax and the like.

Title Getting Ready for Payday Series — Accession # 000223

Copyright 1963

Author Hudson & Weaver — Price 1.00 each

Publisher Frank E. Richards — Approx. reading level 3

Format set of three workbooks

Publishers description

A series of three workbooks, the first of which involves checking accounts, the second savings accounts, and the third planning ahead.

Title Getting Ready to Drive — Accession # 002666

Copyright 1967

Author Wool, John D. — Price $1.50

Publisher Frank E. Richards — Approx. reading level 4

Format workbook

Publishers description

An easy-to-read worktext with illustrations and diagrams presenting practical information that will be included on the written or oral test for a driver's license.

Title Getting Started on Your New Job — Accession # 002686

Copyright 1971

Author — Price $ .30

Publisher Ohio State University — Approx. reading level 6

Format booklet

Publishers description

Title Getting Your Job — Accession # 002681

Copyright 1971

Author — Price $.30

Publisher Ohio State University — Approx. reading level 6

Format booklet

Publishers description

Title Guide to Finding a Job — Accession # 002638

Copyright 1969

Author Corcoran, Eileen L. — Price $32.50

Publisher Scott Paper, Education Division — Approx. reading level

Format 7 transparencies, 3 ditto masters, teacher's guide

Publishers description

"This series of projecturals was designed to prepare students to function effectively and to assume their places as contributing members of society."

Stanfield Associates
P. O. Box 23566
Portland, Oregon 97223

Title Help Yourself to a Job; Part 1, Part 2 Accession # 001171

Copyright 1967

Author Yvette Dogin Price $3.00

Publisher Finney Company Approx. reading level 5

Format 3 workbooks

Publishers description

The books are designed for use in special classes. Each of the two workbooks has a content of approximately 70 pages. The individual lessons will be perforated, thus permitting removal for correcting or for the purpose of enabling the student to take one lesson home as a homework assignment.

Title How to Get a Job Accession # 001422

Copyright

Author William A. Fraenkel Price $.40

Publisher U.S. Govt. Printing Office, Supt. of Documents Approx. reading level 5

Format pamphlet and teacher's guide

Publishers description

We have prepared a booklet for them (special education teachers), "How to Get a Job," full of simply-written useful tips on job hunting. This Teacher's Manual, I hope, will suggest ways for you to introduce the booklet into your classroom curriculum. We hope you will find it useful. We hope your students will find hope and courage in their search for employment.

Title How to Get a Job: A Learning Kit (a readiness program for adult Mexican Americans)

Accession # 002603

Copyright 1971

Author

Price $200.00

Publisher Southwest Cooperative Educational Laboratory

Approx. reading level

Format filmstrips, cassettes, booklets, personal files, teacher's manual

Publishers description

The job application package provides the Mexican American with information and techniques for creating a favorable impression during a job interview. Each of the five lessons are supplemented by an instructional tape, slides and a student handbook. Included are post-tests which simulate the completion of an employment application, cognitive examination, and interview.

Title How to Get a Job and Keep It

Accession # 002657

Copyright 1969

Author Goble, Dorothy Y.

Price $ .81

Publisher Steck-Vaughn

Approx. reading level 6

Format workbook

Publishers description

This workbook provides basic information and numerous exercises on how to find a job, make application for it, and successfully complete the job interview. It also includes sound advice and simple checklists on attitudes and habits needed to get along successfully on the job.

Title I Want a Job — Accession # 000222

Copyright 1964

Author Hudson & Weaver — Price 1.25

Publisher Frank E. Richards — Approx. reading level 4

Format workbook

Publishers description

A workbook "job" presentation for special classes, high school.

Title Jerry Works in a Service Station — Accession # 001665

Copyright 1967

Author Jewel M. Wade — Price $1.50

Publisher Fearon Publishers — Approx. reading level 3

Format paperback reader and teacher's guide

Publishers description

Used either on an individual or a group basis, Jerry Works in a Service Station should prove valuable both as supplementary reading material and as a guide for training in pre-vocational skills and attitudes. Although it is recommended that the book be used in connection with a unit on pre-vocational training, the contents should also be related to other school subjects, such as social studies, language arts, and arithmetic, whenever possible. The text presents realistic situations with which the student

Title Job Finding I

Accession # 002676

Copyright 1969

Author

Price $31.25

Publisher Popular Science Audiovisuals

Approx. reading level

Format 5 filmstrips, 5 teaching guides

Publishers description

Occupational adjustments and requirements are taught in the immediate framework of temporary employment...The student learns to describe his assets and accomplishments in the form of an effective resume...Preparation for the world of work...In the coming decade, Americans will be going to other countries as scientists, technicians, businessmen and visitors... The transition from school to the first job is a major one, often accompanied by apprehension and fear."

Denoyer-Geppert
5235 Ravenswood Avenue
Chicago, Illinois 60640

Title A Job for You

Accession # 000830

Copyright 1967

Author Phyllis Dubnick

Price 1.76

Publisher Steck-Vaughn

Approx. reading level 5

Format paperback book

Publishers description

Featuring practical reading experiences on a fifth-sixth grade level, this book points out ways to locate and take advantage of job opportunities. The material includes ideas and tips on how to apply for a job and how to get along successfully on the job.

Title Jobs

Accession # 001618

Copyright 1968

Author William Anderson

Price 2.97, student book; 1.49, teacher guide; 1.98 Job Book

Publisher Behavioral Research Laboratories

Approx. reading level

Format programmed text, supplement, teacher's guide

Publishers description

The JOBS PROGRAM, in easily understood language and ideas, trains the student in the techniques and attitudes he will need to find employment. It shows him how to evaluate his own qualifications, experience, personal attributes, and handicaps and aids him to overcome the fears that keep him from achieving his potential to become a productive member of society. This Teacher's Manual explains the theory and purpose behind the materials and assists the instructor to use them effectively.

Title Jobs From "A" to "Z"

Accession # 002649

Copyright 1969

Author Dogin, Yvette

Price 1.50

Publisher Frank E. Richards

Approx. reading level 2-3

Format workbook

Publishers description

A graphically illustrated worktext designed to stimulate interest in, and familiarize the student with, a wide variety of occupations while developing basic reading comprehension skills.

Title Joe Wheeler Finds a Job and Learns about Social Security

Accession # 000952

Copyright 1967

Author

Price $.30

Publisher Supt. of Documents, U.S. Govt. Printing Office

Approx. reading level 4

Format booklet

Publishers description

This is a 23-page pamphlet about the Social Security and its benefits. It is suitable for Jr. High, High School EMR. It starts with an unemployed person without a Social Security card and gives his experiences as he gets a job, is unemployed, goes to school, job training experience, finds work again. Social Security benefits are dealt with in the above situations. Disability, retirement, survivors, and Medicare insurance are explained.

Title Keeping Your Records Straight

Accession # 002684

Copyright 1971

Author

Price $.30

Publisher Ohio State University

Approx. reading level 6

Format booklet

Publishers description

Title Know the Signs--Be a Better Driver; Book I

Accession # 002665

Copyright 1970

Author Corcoran, Eileen L. and Ambrose, L.

Price $1.50

Publisher Frank E. Richards

Approx. reading level 5

Format workbook

Publishers description

The first of a three-book series for driver education. Basic sign recognition developed for use with the beginning driver.

Title Let the Buyer Beward

Accession # 002640

Copyright 1971

Author

Price $47.50

Publisher Eyegate

Approx. reading level

Format 6 filmstrips, 3 cassettes

Publishers description

This set of six color filmstrips is designed to provide the basic information adults and young people require concerning consumer education. Adult terms and concepts are presented through examples and situations that become meaningful to students.

Title Mack Works in a Clothing Factory — Accession # 002652

Copyright 1971

Author Piltch, Benjamin — Price 1.50

Publisher Frank E. Richards — Approx. reading level 3

Format workbook

Publishers description

The story of Mack's experiences after leaving school. He finds employment in the garment industry and learns the problems faced by the employees and employer and the adjustments in meeting them.

Title Marriage from Romance Magazine to Reality — Accession # 002641

Copyright 1971

Author — Price $55.50

Publisher Eyegate — Approx. reading level

Format 6 filmstrips, 3 cassettes

Publishers description

...talks realistically without either trite stock answers or hard cynicism. Love and marriage is dealt with as an emotion and relationship that hopefully matures. Accepting the fact that the divorce rate ranged from 25% to 33%, this material helps the students take a more realistic look at mate selection and marriage. Presents an opportunity for further discussion about aspects of marriage.

Title Mathematics in Living, Revised Edition Accession # 002499

Copyright 1970

Author Weiland, Robert C. and Steve J. Woyte Price $7.62 per set

Publisher Pruett Press, Inc. Approx. reading level

Format workbook

Publishers description

A series of mathematics workbooks written for slow learners, to train them to work the everyday mathematical problems that will enable them to hold jobs and lead independent, useful lives after they leave school.

Title New Rochester Occupational Reading Series (The Job Ahead) Accession # 000265

Copyright

Author Price 24.60 - 1 each specimen set

Publisher Science Research Associates Approx. reading level 2-5

Format textbooks and workbooks, teacher's guide

Publishers description

The Rochester Occupational Reader Series provides both reading instruction and information about the world of work for those students who will seek employment upon leaving school. In story form, mature in content but scales as low as second grade reading ability, the series emphasizes the attitudes and skills that lead to success on the job and in society. The hardbound text, "The Job Ahead", is printed at three different reading levels, but the program is synchronized so that all three levels can be used in a single class without obvious grouping. Subject matter, sequence and illustrations are the same in all three texts, but reading difficulty is varied in terms of story length, vocabulary, and complexity of sentences and paragraphs. With the exception of a subtle differentiating design on the spine of the books. all three levels look exactly alike.

Title Occupational Education — Accession # 000397

Copyright

Author — Price 39.00

Publisher Eyegate — Approx. reading level

Format 9 captioned filmstrips

Publishers description

They are concerned with the unskilled and semi-skilled job areas in which these children will be able to succeed. The skills presented here will fit the child with the necessary tools for him to be able to reach his maximum level of vocational competency...These filmstrips were developed to lend themselves to integration with other courses of study in the curriculum. Here is an opportunity for the teacher to bring the job and its techniques right into the classroom. It will give the pupils more of an opportunity to discuss realistically their potential role in the working world. Now they can see and learn about the jobs that they may feel are within their limits of skill and understanding.

Title Occupational Exploration Kit, Grades 9-12 — Accession # 002679

Copyright 1971

Author — Price $107.50

Publisher Science Research Associates — Approx. reading level 7

Format kit containing briefs, booklets, student record book and teacher's guide

Publishers description

OEK provides students with a systematic, personalized approach to job investigation. The unique OccuScan and Student record book give each student the chance to explore occupations in terms of his own abilities, interests, and educational goals. OEK serves as a practical and current aid to occupational investigation for a young person at a critical time in his life.

Title On the Job

Accession # 002651

Copyright 1965

Author Hudson, Margaret W. and Weaver, Ann A.

Price $1.25

Publisher Frank E. Richards

Approx. reading level 3

Format workbook

Publishers description

A sequel to I Want a Job. Partial content: being a successful worker; getting ready to go to work; dressing for work; doing a good job; being reliable; making mistakes; keeping safe at work.

Title Perception of Driving Hazards

Accession # 002203

Copyright

Author

Price free (to Driver's Training Instructors and special programs on request)

Publisher Shell Oil Co., Public Relations Dept.

Approx. reading level

Format 3 filmstrips and 3 teacher's guides

Publishers description

Title Planning Meals and Shopping — Accession # 002282

Copyright 1970

Author Weaver, Ann A. — Price $1.75

Publisher Fearon Publishers — Approx. reading level 3

Format worktext

Publishers description

The first book in the new "Young Homemakers at Work" series. Designed to help both male and female students learn to perform two basic homemaking tasks effectively. These two operations, planning meals and shopping in food stores, are broken down into simple steps and presented in a logical sequence. The student learns basic nutrition, how to plan economical and nourishing meals, and how to budget money for food purchases. Then he is taught about shopping lists, the various types of food stores, and how to shop wisely. Finally, the student learns the importance of storing food properly.

Title The Role of the Union — Accession # 002647

Copyright 1969

Author — Price $10.00

Publisher Educational Projections — Approx. reading level

Format filmstrip

Publishers description

Part A consists of a motivational filmstrip story based on real-life situations. Part A shows the need to develop the particular concepts stressed in the lesson."

Title Savings and Checking Accounts — Accession # 002682

Copyright 1971

Author

Price $.30

Publisher Ohio State University — Approx. reading level 6

Format booklet

Publishers description

Title Shop Made Easy — Accession # 002659

Copyright 1971

Author Cattaneo, Frank — Price $2.95

Publisher Frank E. Richards — Approx. reading level 7

Format workbook

Publishers description

Shop Made Easy has been designed to present the basic use of hand tools for wood, metal, mechanical drawing and plastics.

Title Skill Texts — Accession # 000883TP

Copyright 1968

Author — Price $1.75 apiece

Publisher Special Service Supply — Approx. reading level

Format 3 work texts

Publishers description

Fundamentals: The ordinary business of everyday living requires us to be familiar with and complete numerous types of forms, whether it is for writing a check, purchasing a car, applying for a loan or simply registering for a Social Security number. The many forms in this Skill Text are programmed to help bridge this gap. Dining Out: Functional language is brought to the student through the medium of menus found in varying kinds of restaurants across the country. Your students will enjoy reading diversified materials and practicing problems from actual luncheonette and restaurant menus. Job Application: This Skill Text is arranged and designed as a special supplementary feature to the teaching of essentials in job procurement while simultaneously developing applied techniques in the basic adademics.

Title Snip, Clip, and Stitch — Accession # 002137

Copyright 1968

Author Hartley, Twyla E. — Price $7.00

Publisher Follett Educational Corp. — Approx. reading level

Format workbook, teacher's guide

Publishers description

The course outline gives the steps to be taken from the first day of class in each section, until an individual is operating semi-independently with commercial patterns, and using the teacher merely as a frame of reference when needed.

Title Social Perceptual Training for Community Living: Pre-Vocational Units for Retarded Youth

Accession # 000697

Copyright

Author

Price $165.00

Publisher Mayfex Association

Approx. reading level

Format slides, tape, teacher's guide, spirit masters, thermofax masters

Publishers description

The first objective for this unit of educational material is to make social cues or signals clearer and interpretable by the retarded subject. A second objective is to clarify the behaviors that would be appropriate in response to the cues or signals. The overall objective is to make portions of the activities of the adult world visible and more comprehensible to the school aged retarded youth.

Title Stop and Go: Game 1 and 2

Accession # 002668

Copyright 1970

Author

Price free

Publisher MSU/IMC for Handicapped Children and Youth

Approx. reading level

Format 2 paperbacks for use as games

Publishers description

"...a group of games designed to stimulate and challenge students in the area of driver education."

(Copy may be borrowed from NWRSEIMC for duplication. Please do not contact USOE/MSU)

Title Sue (Sue learns about the use of measurements in cooking)

Accession # 002498

Copyright 1971

Author Shenk, Carol

Price teacher's guide - 1.00; textbooks - 1.85 each

Publisher Frank E. Richards, INc.

Approx. reading level

Format workbook, teacher's guide

Publishers description

It is the objective of the materials to teach the students how to use utensils, wet and dry measurements, etc.

Title Target Series

Accession # 000028

Copyright 1962

Author Matyas, Michelangelo, Sofish and Travis

Price $3.00

Publisher Mayfex Associates

Approx. reading level 3

Format 1 each: student reader, worker, teacher's guide

Publishers description

This is a series of three books, one for the student to read, one a workbook for the student, and one a guide for the teacher. The material is about the employment phase of occupations. It covers the spectrum from personal appearance to job skills and attitude.

Title Teenagers at Work | Accession # 002650

Copyright 1968

Author Dogin, Yvette | Price $1.50

Publisher Frank E. Richards | Approx. reading level 3

Format workbook

Publishers description

An introduction to a work-study program. A variety of instructional materials in English, arithmetic, and social studies makes this more than just a typical job orientation workbook.

Title They Work and Serve | Accession # 000829

Copyright 1967

Author Bill Knott | Price 1.76

Publisher Steck-Vaughn | Approx. reading level 4-5

Format paperback book

Publishers description

Interesting, realistic and easy-to-read stories demonstrate that every person who works at an honest job deserves respect both from himself and others, regardless of his pay or duties.

Title Unemployed Uglies — Accession # 512

Copyright 1966

Author Richard D. Howard — Price 29.75 (with cartoons)

Publisher Frank E. Richards — Approx. reading level

Format teacher's guide, cartoon pads

Publishers description

A course on what not to do on the job. These cartoons are meant to trigger class discussion. They are designed for a six-week project of about thirty minutes per day with field trips and a culminating project.

Title Useful Arithmetic: Vol. I and II — Accession # 002654

Copyright 1962

Author Wool, John D. — Price 1.50 each teacher's key 2.50 ea.

Publisher Frank E. Richards — Approx. reading level 2

Format workbook

Publishers description

Practice material in practical arithmetic.

Title Using Money Series: Books 1-4 Accession # 002655

Copyright 1968

Author Wool, John D. Price 5.40 complete 1.35 each

Publisher Frank E. Richards Approx. reading level 3.6-6.6

Format 4 workbooks

Publishers description

A series of four workbooks dealing with practical money concepts, skills and management.

Book 1: Counting My Money
Book 2: Making My Money Count
Book 3: Buying Power
Book 4: Earning, Spending & Saving

Title V.I.P. Communications Curriculum for Agriculture Accession # 002694

Copyright 1971

Author Price $4.50

Publisher State Board for Vocational-Technical Education, Nashville, Tennessee Approx. reading level

Format workbook

Publishers description

The ten communications skill units include vocationally related materials required to develop basic communicational skills. Each unit is based on the agricultural occupations and contains at least fifteen individual assignment sheets. Each unit contains a pre- and post-test.
The material was prepared for use by instructors and students in Vocational Improvement Programs in Tennessee secondary schools. A student may begin at his own achievement level and progress at his individual rate under the instructor's guidance.

Title V.I.P. Communications Curriculum for Auto Mechanics

Accession # 002695

Copyright 1970

Author

Price $5.00

Publisher State Board for Vocational Education Nashville, Tennessee

Approx. reading level 6

Format unbound workbook

Publishers description

The ten communications skill units include vocationally related materials required to develop basic communicational skills. Each unit is based on the occupation of auto mechanics and contains at least fifteen individual assignment sheets. Each unit contains a pre and post-test. The material was prepared for use by instructors and students in Vocational Improvements Programs in Tennessee secondary schools. A student may begin at his own achievement level and progress at his individual rate under the instructor's guidance.

Title Vocational Related Math for Vocational Improvement Programs: Blast Off

Accession # 002692

Copyright

Author

Price $4.75

Publisher State Board of Vocational Education, Nashville

Approx. reading level

Format unbound workbook

Publishers description

The math material in this publication is intended for use by instructors and students in Vocational Improvement Programs in Tennessee. The publication is divided into three sections, each section labeled with space terminology to stimulate interest and depart from the stereotyped system of designation. Each section contains information sheets, suggested supplementary materials, skill practice sheets (pre-tests), assignment sheets and evaluation sheets (post-tests), of progressively increasing difficulty. Any student may begin at his own achievement level and progress at his individual rate under the instructor's guidance. "Blast Off!" contains basic related math material in simple form.

Title Vocational Related Math for Vocational Improvement Programs: Touchdown! Accession # 002693

Copyright 1971

Author

Price $4.25

Publisher State Board of Vocational Education, Nashville, Tennessee

Approx. reading level

Format workbook

Publishers description

The math material in this publication is intended for use by instructors and students in Vocational Improvement Programs in Tennessee. The publication is divided into three sections, each section labeled with space terminology to stimulate interest and depart from the stereotyped system of designation. Each section contains information sheets, suggested supplementary materials, skill practice sheets (pre-tests), assignment sheets and evaluation sheets (post-tests), of progressively increasing difficulty. Any student may begin at his own achievement level and progress at his individual rate under the instructor's guidance. Touchdown! contains the most difficult material and provides more practical application of the computational skills learned in the two preceding sections.

Title What Job for Me Series Accession # 000042

Copyright 1966

Author Anton, Burton, Appleton Price $16.20

Publisher McGraw-Hill Book Co. Approx. reading level 3

Format series of 9 soft-covered books

Publishers description

New approach to vocational guidance...fictionalized short stories about people in various jobs, written in a style and vocabulary that will "capture" these young people, and painlessly "inject" them with factual information about different jobs. Each booklet is 48 pages, illustrated, and written at 4th grade reading level. Each book in this series presents to the reader several practical problems that the student would face if he were working on the job described in the booklet....Each book in this series contains a fact sheet about the job described in the booklet. Significant information of particular interest to the reader is provided in capsule form, such as the principal responsibilities and duties of the job, prerequisites, where to look for jobs, etc.

Title Where Does the Money Go? Accession # 002664

Copyright 1969

Author Spitze, Hazel and Rotz, Patricia Price $ .90

Publisher Steck-Vaughn Approx. reading level

Format paperback reader

Publishers description

This worktest utilizes stories of three neighboring families to present sound ideas on money management and wise consumer buying. Exercises following each reading selection permit the individual to demonstrate his comprehension of the reading material and to express his ideas or interpretation of the preceding story situation.

Title Widening Occupational Roles Kit Accession # 002680

Copyright 1967

Author Price $158.50

Publisher Science Research Associates Approx. reading level 7

Format kit containing briefs, booklets, workbooks, filmstrips, and teacher's guide

Publishers description

The kit is designed to help the student expand his knowledge of the world of work, to recognize families of related jobs, to develop a deeper understanding of his own abilities and interests, and to learn about the type and extent of education needed to prepare adequately for various occupations.

Title Work for Everyone

Accession # 002661

Copyright 1971

Author Prevo, Helen

Price $1.50

Publisher Frank E. Richards

Approx. reading level 4.5

Format workbook

Publishers description

A vocational worktext in which fourteen young adults discuss their experiences in obtaining employment and descriptions of their jobs.

Title Working with Wood

Accession # 002677

Copyright 1970

Author Horowitz, Herbert S.

Price $1.50

Publisher Frank E. Richards

Approx. reading level 6

Format worktext

Publishers description

Basic worktext with many photographs designed for use with special classes in the woodshop.

Title You and Your Money — Accession # 002673

Copyright 1967

Author Goble, Dorothy Y. — Price $ .81

Publisher Steck-Vaughn — Approx. reading level 4

Format paperback text

Publishers description

The adult-oriented reading material and instructional exercises of this worktext provide sound information about good practices in consumer buying and money management. Vocabulary is on the third or fourth grade level.

Title You the Consumer — Accession # 002669

Copyright 1969

Author — Price $6.75

Publisher Popular Science Audiovisuals — Approx. reading level

Format filmstrip, teacher's guide

Publishers description

Overall picture of the role of the consumer with stress on consumer activities engaged in by teenagers. Specific instances which point up the need for awareness in the marketplace. Ways of becoming an enlightened and responsible consumer.

Denoyer-Geppert
5235 Ravenswood Avenue
Chicago, Illinois 60640

Title Your Job and Your Future

Accession # 001079

Copyright 1968

Author James Olsen

Price $3.00

Publisher Webster Division, McGraw Hill

Approx. reading level 3-4

Format set of two workbooks

Publishers description

These illustrated language arts workbooks are specifically designed for the educationally disadvantaged urban student. Each book offersinstruction in practical skills within the context of job procurement. Exercises in each book develop facility in those skills which are especially useful in the world of work. High-interest reading selections increase student motivation. Book 1 is for grade 7; book 2 for grade 3.

Publishers

Behavioral Research Laboratories
Box 577
Palo Alto, California 94302

Coordinator for Disadvantaged Program
State Board for Vocational Education
Nashville, Tennessee 37219

Educational Projections Corporation
527 South Commerce Street
P. O. Box 1187
Jackson, Mississippi 39205

Eyegate House, Inc.
146-01 Archer Avenue
Jamaica, New York 11435

Fearon Publishers
2165 Park Boulevard
Palo Alto, California 94306

Finney Company
3350 Gorham Avenue
Minneapolis, Minnesota 55426

Follett Educational Corporation
P. O. Box 5705
Chicago, Illinois 60680

Guidance Associates
Pleasantville, New York 10570

Mafex Associates, Inc.
Box 519
Johnstown, Pennsylvania 15907

National Audiovisual Center
Washington, D. C. 20409

New Readers Press
Box 131
Syracuse, New York 13210

Ohio Agricultural Curriculum Materials Service
2120 Fyffe Road
Ohio State University
Columbus, Ohio 43210

Popular Science Audio-Visuals
5235 Ravenswood Avenue
Chicago, Illinois 60640

Pruett Publishing Company
P. O. Box 1560
Boulder, Colorado 80302

Richard Rosen Press
29 East 21st Street
New York, New York 10010

Frank Richards Publishing Company
324 First Street
Liverpool, New York 13088

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259 East Erie
Chicago, Illinois 60611

Scott Education Division
Holyoke, Massachusetts 01040

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Albequerque, New Mexico 87106

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